

**DUTY STATEMENT****OFFICE OF ENERGY INFRASTRUCTURE SAFETY**

<b>DIVISION</b> Administrative Services Division		<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION</b> Executive Management		<b>CLASS TITLE</b> CEA A – Chief of Administrative Services and EEO Officer
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.		<b>PHYSICAL WORK LOCATION</b> Sacramento
<b>INCUMBENT (If known)</b> New Position (FY 21/22)		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 681-600-7500-XXX
<p>YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.</p>		
<p><b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</b>  Under the general direction of the Office of Energy Infrastructure Safety (Energy Safety) Director, directly and through subordinate managers is responsible for the day-to-day administration of all activities related to Budget and Fiscal Services, Contracting and Procurement, Human Resources, Facilities and Fleet Management, Information Technology, and Business Services, including substantial participation in the formulation, operation, evaluation and implementation of administrative policies, processes, practices and reporting related to budget, fiscal, procurement, contracting, human resources, information technology, fleet, mailroom, reprographics, and facilities. The Chief of Administrative Services, works closely with the Director, Deputy Director, and senior management team to develop policies affecting all internal programs and activities, consults with management and staff on administrative matters, and performs Equal Employment Officer (EEO) duties for the office.</p>		
<b>% of time performing duties</b>	<p>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i></p>	

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	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>35% Lead the Administrative Services Management Team, supporting executive level policy and decision-making regarding the direction and effective application of budgetary, fiscal, procurement, contracting, human resources, information technology, facilities and fleet management, and business services tools and principles to meet the business needs and objectives of Energy Safety. Represent Administrative Services Division and/or the Energy Safety with control agencies including Department of Finance, State Controller's Office, Department of Technology and Department of General Services, employees, and stakeholders on a variety of administrative issues and activities. Responsible to administer all state laws and regulations related to Budget and Fiscal Services, Procurement and Contracting, Human Resources, and Business Services. With subordinate administrative managers, manage, develop and implement policies, procedures and tools to effect administrative responsibilities of Energy Safety with an orientation to providing high-quality customer service. Develop, implement, monitor, and report on internal controls to promote adherence to state laws and regulations. Develop and use metrics that indicate both a baseline of the effective delivery of administrative services to Energy Safety staff and a measurement of progress over time. Identify, develop and use dashboards and other work tracking tools to monitor success and identify barriers facing the Administrative Services Management Team.</p> <p>Implement, update, and develop department protocols for internal investigations into alleged violations of EEO related policies to ensure efficient handling, in accordance with changes and updated to state rules and regulations. Handle the most complex or sensitive investigations as needed and provide factual findings to management so that prompt and appropriate corrective action is taken.</p> <p>30% Serve as the principal advisor to the Director on matters related to Budget and Fiscal Services, Procurement and Contracting, Information Technology, Human Resources, Facilities and Fleet Management and Business Services. Maintain continuous awareness and knowledge of current changes and trends that impact Administrative Services such as changes in laws and regulation, court cases, and proposed legislation changes. Provide consultation, advice, and recommendations to all levels of departmental staff in the interpretation and implementation of statewide and Energy Safety policies related to the administrative functions of Energy Safety.</p> <p>Responsible for creating and submitting required EEO related reports to control agencies such as CalHR and SPB, including Workforce Analysis, Upward Mobility, Bilingual Services and LEAP, providing leadership and compliance as required.</p> <p>20% Lead strategic planning for Administrative Services. Work collaboratively within Energy Safety and contract service agencies to identify and implement administrative responsibilities for Energy Safety policy goals set by executive order, statute, Resources Agency or Director order. Work directly with subordinate managers in developing, adopting, and deploying short and long-range plans related to Budget and Fiscal Services, Procurement and Contracting, Human Resources, Facilities and Fleet Management, Information Technology, and Business Services across all Energy Safety offices statewide. Manage operations, competencies, and performance of Administrative Services by continuously seeking process improvements in organizational policies and programs, department budgets, and the assessment and forecasting of department resource needs. Develop a customer service model, with both an internal and external orientation, that provides Energy Safety managers, supervisors, and employees assistance and guidance in the processing of administrative transactions.</p>
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5%	<p>Manage and evaluate the EEO discrimination and harassment complaint process. Ensure that allegations of discrimination, harassment, and retaliation are properly investigated. Review departmental policies and procedures to ensure they are nondiscriminatory and there is no illegal adverse impact against employees in any protected class.</p> <p>Oversee, guide, and direct the development and implementation of workforce and financial management activities for Administrative Services Division, including budgeting, contracting, project management, cost monitoring, human resources matters, training, and facilities matters. Serve as a steward of the Energy Safety core values of accountability, excellence, integrity, open communication, and stewardship, as well as diversity, equity, and inclusion, and promote these values in the ethos of work units that report to the Chief of Administrative Services.</p> <p>Maintain collaborative and consultative relationship with contract HR services and the Energy Safety employment lawyer(s) in order to ensure consistent application of EEO policies, programs, employee diversity, and training. Provide departmental management with information and assistance regarding the EEO program and options for implementation and compliance with laws and regulations. Advise supervisors and managers on EEO issues as questions and concerns arise. Stay current on legal developments and keep managers and supervisors informed about the latest EEO requirements. Raise issues of concern and offer recommendations for appropriate corrective action regarding possible EEO problems within Energy Safety to the attention of the Director.</p>
5%	<p>Perform administrative duties such as recruiting, interviewing, and hiring staff to fill vacancies; coach and mentor direct reports; prepare and evaluate employees and complete performance appraisals and probationary reports and, when necessary, initiate disciplinary proceedings and adverse action; provide training and development opportunities for staff.</p> <p>Monitor hiring practices including reviewing interview questions, evaluating the composition of exam panels, and participating in exam panels as needed; ensure the mandatory EEO training is provided and posting requirements are met. Administer a yearly EEO survey.</p>

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5%	<p><b><u>MARGINAL FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>• Prepare briefings and reports about Administrative Services metrics, accomplishments, and challenges for the Director upon request, understand Energy Safety's direction in the adopted strategic directives and ground the delivery of administrative services in the strategic directives.</li> <li>• Other work-related duties as required.</li> </ul> <p><b><u>KNOWLEDGE AND ABILITIES</u></b> [<i>From Class Specs</i>]</p> <p><b>Knowledge of:</b> the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.</p> <p><b>Ability to:</b> plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.</p> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Energy Safety will utilize a Hybrid Remote/In-person Operating Posture with majority teleworking as the primary configuration for most positions.</li> <li>• Energy Safety will utilize a shared workspace approach for the majority of management and staff.</li> <li>• Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</li> <li>• Dress appropriately for a business/government environment.</li> <li>• Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.</li> <li>• Incumbent may supervise staff located in San Francisco, Sacramento, and Los Angeles offices and will be required to regularly travel between Energy Safety offices within the state to meet business needs.</li> <li>• Occasional travel is required to meet with control agencies on special projects.</li> <li>• Travel may include evenings, weekends, overnight or several days at a time.</li> </ul>
SUPERVISOR'S STATEMENT: <b><i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>	
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE
EMPLOYEE'S STATEMENT: <b><i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b>	
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.	
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE
DATE	